



**QD-IS-002**  
**REVISION D**

**Effective Date: October 15, 2004**

---

# **ORGANIZATIONAL INSTRUCTION**

## **PREPARATION OF SAFETY BULLETINS AND SHOPTALK**

**OPR(s)**

**QD50**

**OPR DESIGNEE**

**Norma Horton**

**CHECK THE MASTER LIST AT: <http://inside.msfc.nasa.gov/MIDL/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Organizational Instruction		
Title: Preparation Of Safety Bulletins and ShopTalk	QD-IS-002	Revision: D
	Date: October 15, 2004	Page: 2 of 6

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		11/30/99	
Revision	A	06/06/02	Changes made to reflect new organizational code and new assignments of responsibility. Changed procedure descriptions to more accurately define current practices. Re-numbered paragraphs for easier reading.
Revision	B	9/12/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	C	05/12/03	Changes made to reflect that all team members are responsible for identifying information that needs Centerwide awareness. Added more details as to what a Safety Bulletin should address. Changed review process for final approval before Centerwide posting.
Revision	D	10/15/04	Updated OI to implement HQ Rules Review in accordance with CAITS Action # 04-DA-01-0387) (Utilizing the word "Shall" for all requirements, removing ambiguity, removing non-requirements, etc.) Changed to reflect publication of SHE ShopTalk.

CHECK THE MASTER LIST AT: <http://inside.msfc.nasa.gov/MIDL/>  
 VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Instruction		
Title: Preparation Of Safety Bulletins and ShopTalk	QD-IS-002	Revision: D
	Date: October 15, 2004	Page: 3 of 6

## Preparation Of Safety Bulletins and ShopTalk

### 1. PURPOSE AND/OR SCOPE

This instruction provides directions for preparing MSFC *Safety Bulletins* and issues of *SHE ShopTalk*. It is applicable to Industrial Safety Department (QD50) and Mission Services Contract personnel.

### 2. DOCUMENTS (APPLICABLE AND/OR REFERENCE)

#### 2A. APPLICABLE DOCUMENTS

MPR 8715.1, "Marshall Safety, Health, & Environmental (SHE) Program."

#### 2B. REFERENCE DOCUMENTS

MWI 8621.1. "Close Call and Mishap Reporting and Investigation Program."

### 3. DEFINITIONS

3.1 **Safety Bulletin**. An informative written announcement for distribution of important safety information to MSFC civil service and contractor employees, describing an unsafe act or condition that occurred during MSFC operations, which could include circumstances, conditions, causes, and recommendations.

3.2 **SHE ShopTalk**. An informative written announcement for distribution of important safety information to MSFC civil service and contractor employees, describing safety information of interest to any segment of the MSFC community. Content could include home safety, safety recalls not related to the MSFC workplace, unsafe acts or conditions that occurred in non-MSFC work operations, or technical guidance on safe work practices affecting a small number of MSFC workers.

### 4. INSTRUCTIONS

4.1 All Industrial Safety Team (IST) members are responsible for identifying information needing Centerwide awareness, and for recommending content appropriate for publication in an issue of *SHE ShopTalk*.

4.2 The IST member responsible for writing the bulletin coordinates with the responsible organization in the initiation of a *Safety Bulletin*. The team member assigned this task shall be the member working the associated area, project, organization, etc. An IST Lead designates an IST member when responsibility is not clear.

Organizational Instruction		
Title: Preparation Of Safety Bulletins and ShopTalk	QD-IS-002	Revision: D
	Date: October 15, 2004	Page: 4 of 6

4.3 Issuance of a *Safety Bulletin* is warranted for mishaps, incidents, close calls, work-related manufacturer's alerts and recalls, or for communicating work-related safety information of interest to a sizable segment of the MSFC community. Issues of *SHE ShopTalk* are written to address mishaps, incidents, and close calls occurring in non-MSFC workplaces, non-work-related safety recalls, home safety, and MSFC safety information relevant to a small segment of the MSFC community.

4.4 The responsible IST member ensures that all essential information is captured in the *Safety Bulletin*, and verifies the accuracy of all information reported. The bulletin is written in a way to be creative, appealing, and capture the reader's interest. Use of photographs is encouraged, to provide greater detail and interest, but is not required.

#### 4.5 Mishaps, Incidents, and Close Calls Recorded on NASA Form 1627.

4.5.1 Upon receipt of a NASA Form 1627 by the Industrial Safety Department, the responsible member determines if a *Safety Bulletin* is needed.

4.5.2 The *Safety Bulletin* author reviews the NASA Form 1627 as a basis for drafting the bulletin.

4.5.3 These *Safety Bulletins* are written to address the following, as applicable:

- (1) Description of what happened (description of type and severity of incident, with pertinent details).
- (2) What events led to the incident (step by step description of actions, decisions, and environment)?
- (3) What are the root causes for this incident (conditions that allowed the events to take place as they did)?
- (4) What can we learn from the incident, that alerts everyone affected in order to avoid a similar incident in the future?
- (5) What actions, if any, shall affected organizations and people take to assure the elimination or control of similar hazards?
- (6) What resources shall be consulted, if readers need more information or assistance?

#### 4.6 Communicating Other Safety Information.

4.6.1 The IST members review manufacturer's alerts or recall notices, reports from the Safety Concerns Reporting System, or other information sources.

4.6.2 If determined appropriate, these *Safety Bulletins* and issues of *SHE ShopTalk* are written to address the following, as applicable:

Organizational Instruction		
Title: Preparation Of Safety Bulletins and ShopTalk	QD-IS-002	Revision: D
	Date: October 15, 2004	Page: 5 of 6

- (1) Detailed description of the product.
- (2) Description of hazard exposure, unsafe act, or unsafe condition.
- (3) Potential hazards and risks associated with the product, exposure, or unsafe act or condition.
- (4) Corrective and/or preventive action to be taken, if any.
- (5) Description of preferred methods or safe work practices, if any.
- (6) Who to contact for more product information.
- (7) Pertinent directives, regulations, standards, and/or references to consult for additional information or guidance.

#### 4.7 Processing of Draft *Safety Bulletins* and Issues of *SHE ShopTalk*.

4.7.1 The IST member forwards the draft document to the Industrial Safety Communications Officer (ISCO) for review. Electronic format is preferred, but hard copy format can be accepted if electronic is not available.

4.7.2 The ISCO ensures that the document contains adequate and appropriate information; makes editorial changes with support from the IST as needed; and coordinates any major changes with the responsible IST member.

4.7.3 The ISCO forwards an electronic copy of the document to the Industrial Safety Team Leads for review and recommended revisions. Team Leads forward the original draft document, with their review comments and recommended revisions, to the Manager, Industrial Safety Department for **final review and approval**.

4.7.4 The Manager sends his/her final revisions to the ISCO. The ISCO makes the revisions, sends final draft to originating IST Member for concurrence, and then sends electronic copy to the MSCC.

4.7.5 The MSCC converts the document to a web-viewable format, and e-mails a link to the web-ready document to the ISCO, for review and approval prior to posting.

4.7.6 Following ISCO approval and subject classification of the document, the MSCC posts the document on the *Safety Bulletin Website*, with date of posting indicated.

4.8 The ISCO forwards an electronic copy of the *Safety Bulletin* or *SHE ShopTalk* issue to the Intercom for placement on *Inside Marshall* and *Inside Marshall Today*, and for center wide e-mail distribution if appropriate.

Organizational Instruction		
Title: Preparation Of Safety Bulletins and ShopTalk	QD-IS-002	Revision: D
	Date: October 15, 2004	Page: 6 of 6

4.9 For safety critical information, the ISCO shall consider using the information in required monthly supervisor's training.

4.10 *Safety Bulletins* and issues of *SHE ShopTalk* remain posted on the *Safety Bulletin Website* indefinitely.

## 5. NOTES (References)

None.

## 6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

## 7. APPENDICES, DATA, REPORTS, AND FORMS

None.

## 8. RECORDS

Records	Repository	Period Of Time
Safety Bulletin	Maintained by S&MA Electronically on the SHE website page	NPR 1441.1 NASA Records Retention Schedules (NRRS) 1117.5 (A) [1700] Destory when obsolete superseded, or no longer for reference.
ShopTalk	Maintained by S&MA Electronically on the SHE website page	NPR 1441.1 NASA Records Retention Schedules (NRRS) 1117.5 (A) [1700] Destory when obsolete superseded or no longer longer for reference.

## 9. TOOLS, EQUIPMENT, AND MATERIALS

None.

## 10. PERSONNEL TRAINING AND CERTIFICATION

None.

## 11. FLOW DIAGRAM

None